

Storekeeper

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Company: Caliberly

Location: Dubai

Category: healthcare-practitioners-and-technical

We are seeking a diligent and experienced Storekeeper to manage both perishable and non-perishable goods, with a primary focus on maintaining a cold store. The ideal candidate will have expertise in adjusting and maintaining cold store temperatures to ensure the integrity and quality of perishable items. This role requires meticulous attention to detail, excellent organizational skills, and the ability to work effectively in a fast-paced environment.

Responsibilities:

- 1 . Manage inventory of perishable and non-perishable goods, including receiving, storing, and issuing items as needed.
- 2 . Ensure accurate documentation of all incoming and outgoing goods, including verifying quantities and quality of items received.
- 3 . Monitor and maintain the temperature of the cold store according to industry standards and product requirements.
- 4 . Regularly inspect the cold store equipment and facilities to ensure proper functioning and identify any maintenance needs.
- 5 . Implement appropriate storage techniques to preserve the quality and freshness of perishable items.
- 6 . Coordinate with suppliers and vendors to schedule deliveries and manage stock levels

effectively.

- 7 . Collaborate with other departments to fulfill orders and maintain adequate stock levels of both perishable and non-perishable items.
- 8 . Adhere to health and safety regulations, including proper handling and storage of perishable goods to prevent contamination and spoilage.
- 9 . Conduct regular stock audits and cycle counts to reconcile inventory discrepancies and maintain accurate records.
10. Assist in the development and implementation of policies and procedures related to inventory management and cold store operations.

Requirements:

- 1 . Proven experience as a Storekeeper or similar role, preferably in a retail or food industry setting.
- 2 . Experience managing perishable goods and maintaining cold store temperatures is essential.
- 3 . Familiarity with cold store equipment and temperature control systems.
- 4 . Strong attention to detail and accuracy in inventory management.
- 5 . Excellent organizational and time management skills.
- 6 . Ability to work independently with minimal supervision as well as part of a team.
- 7 . Effective communication and interpersonal skills.
- 8 . Knowledge of health and safety regulations related to food handling and storage.
- 9 . Proficiency in basic computer applications, including inventory management software.
10. Flexibility to work extended hours or weekends as needed.

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